FEDERAL PUBLIC SERVICE COMMISSION
(Curriculum & Research Wing)

Schemes and Syllabi for Screening/Professional Tests as well as Descriptive Examination Relating to Posts Advertised under Consolidated Advertisement No. 09/2019

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi

1.	184/2019	**Assistant Director** (BS-17) Airports Security Force, Cabinet Secretariat (Aviation Division).	i) Second Class or Grade 'C' Master's Degree.
			 ii) Two (2) years post qualification experience in Civil Forces/ Armed Forces Departments.
				Objective Type Test (MCQ)
				
				 Part-I
				
				 English = 20 marks
				
				 Part-II
				
				 General Intelligence/ Professional Test = 80 marks
					Part-I
					 Vocabulary, Grammar Usage, Sentence Structuring.
					 Part-II
					 • Basic Arithmetic
					   − Algebra
					   − Ratios
					   − Percentages
					   − Arithmetic Means
					 • Current Affairs.
					   − Developments at National and International Levels in the last 2 years
					 • Pakistan Affairs & Islamic Studies
					   − Basic Level knowledge
					 • Security Measures to Maintain Law & Order
					 • **Note : (Equal weightage for each topic at Part-II)**

2.	199/2019	**Assistant Director (Reviewers)** (BS-17), Laws of Pakistan Cell, Ministry of Law and Justice.	i) Second Class or Grade 'C" LLB or equivalent qualification from a University recognized by the HEC. ii) Two (2) years post qualification experience in legal matters.	Objective Type Test (MCQ) **Part-I** English = 20 marks **Part-II** Professional Test=80 marks	**Part-I** Vocabulary, Grammar Usage, Sentence Structuring. **Part-II** • Steps involved in Processing of Legal Cases • Pakistan Penal Code 1860 • The Code of Criminal Procedure • The Qanoon-e-Shahadat, 1984
3.	200/2019	**Assistant Director (Enforcement)** (BS-17), Laws of Pakistan Cell, Ministry of Law and Justice.	i) Second Class or Grade 'C" LLB or equivalent qualification from a University recognized by the HEC. ii) Two (2) years post qualification experience in legal matters.	Objective Type Test (MCQ) **Part-I** English = 20 marks **Part-II** Professional Test=80 marks	**Part-I** Vocabulary, Grammar Usage, Sentence Structuring. **Part-II** • Steps involved in Processing of Legal Cases • Pakistan Penal Code 1860 • The Code of Criminal Procedure • The Qanoon-e-Shahadat, 1984

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
4.	205/2019	**Computer Operator** (BS-16), Laws of Pakistan Cell, Ministry of Law and Justice.	Second Class or Grade 'C' Bachelor of Engineering in Computer System/ Computer/ Software or equivalent qualification from a University recognized by the HEC. **OR** Second Class or Grade 'C' Bachelor's degree in Computer Science/ IT (04 years duration) or equivalent qualifications from a University recognized by the HEC.	Objective Type Test (MCQ) **Part-I** English = 20 marks **Part-II** Professional Test=80 marks	**Part-I** Grammar Usage, Sentence Structuring. **Part-II** - Arithmetic Logical Unit, Memory (RAM, ROM) Types of RAM, Ports, etc. - Input and Output Devices, - Use of Microsoft Office - Application and System Software, - Electronic Data Processing - Management Information System - Storage and Multimedia, - Network & Security Issues,
5.	206/2019	**Junior Executive/ Proof Reader** (BS-16), Laws of Pakistan Cell, Ministry of Law and Justice.	Second Class or Grade 'C" LLB or equivalent qualification from a University recognized by the HEC.	Objective Type Test (MCQ) **Part-I** English = 20 marks **Part-II** Professional Test=80 marks	**Part-I** Grammar Usage, Sentence Structuring. **Part-II** - Steps involved in Processing of Legal Cases - Pakistan Penal Code 1860 - The Code of Civil Procedure 1908
6.	207/2019	**Inspector Enforcement** (BS-16), Laws of Pakistan Cell, Ministry of Law and Justice.	Second Class or Grade 'C" LLB or equivalent qualification from a University recognized by the HEC.	Objective Type Test (MCQ) **Part-I** English = 20 marks **Part-II** Professional Test=80 marks	**Part-I** Grammar Usage, Sentence Structuring. **Part-II** - Steps involved in Processing of Legal Cases - Pakistan Penal Code 1860 - The Code of Civil Procedure 1908

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
7.	208/2019	**Lecturer (Female) (Geography)** (BS-17), Federal Government Colleges for Women, Federal Directorate of Education, Islamabad, Ministry of Federal Education and Professional Training	Second Class or Grade 'C' Master's degree or equivalent in the relevant subject.	Objective Type Test (MCQ) **Part-I** English = 20 marks **Part-II** Subject Test = 50 marks **Part-III** Professional Test = 30 marks	**Part-I** Vocabulary, Grammar Usage, Sentence Structuring **Part-II (Masters Level)** • Landform development, climate, oceans & seas, factor of climate and environmental change • Geography of Pakistan, • Renewable Resources, Recycling Resources, Sustainable resources • Political Geography (State, National and the Nation-State Geopolitics of uneven development) • Climatology/Metrology, • GIS Techniques, **Part-III** • Teaching Techniques and Methodology, • Classroom Management and Discipline, • Testing and Evaluation,

Schemes and Syllabi for Written Examination (Descriptive) for All Posts in BS-18 & BS-19 included in Consolidated Advertisement No. 09/2019

PAPER-I: ENGLISH

Max Marks: 100   Time Allowed: 3 Hours

(i) **English Essay-50 Marks:** Candidates will be required to write an Essay in English comprising **1500 words** from a set of **six given topics.** Candidates are expected to reflect comprehensive and research based knowledge on a selected topic. Candidate's articulation, expression and technical approach to the style of English Essay writing will be examined.

(ii) **English (Composition and Précis)-50 Marks:**

The examination will test the candidate's abilities to handle Précis Writing, Reading Comprehension, Sentence Structuring, Translation, Grammar and Vocabulary, etc.

Précis Writing (10 marks): A selected passage with an orientation of generic understanding and enough flexibility for compression shall be given for précising and suggesting an appropriate title.

Reading Comprehension (10 marks)

A selected passage that is rich in substance but not very technical or discipline-specific shall be given, followed by five questions, each carrying 2 marks.

Grammar and Vocabulary (10 marks): Correct usage of Tense, Articles, Prepositions, Conjunctions, Punctuation, Phrasal Verbs, Synonyms and Antonyms etc.

Sentence Correction (5 marks): Ten sentences shall be given each having a clear structural flaw in terms of grammar or punctuation. The candidates shall be asked to rewrite them with really needed correction only, without marking unnecessary alterations. No two or more sentences should have exactly the same problem, and 2-3 sentences shall be based on correction of punctuation marks.

Grouping of Words (5 marks): A random list of ten words of moderate standard (neither very easy nor utterly unfamiliar) shall be given, to be grouped by the candidates in pairs of those having similar or opposite meaning, as may be clearly directed in the question.

Pairs of Words (5 marks): Five pairs shall be given of seemingly similar words with different meanings, generally confused in communication, for bringing out the difference in meaning of any five of them by first explaining them in parenthesis and then using them in sentences.

Translation (5 marks): Ten short Urdu sentences involving structural composition, significant terms and figurative/idiomatic expressions shall be given, to be accurately translated in English.

SUGGESTED READINGS

Sr. No.	Title	Author
1.	English Grammar in Use	Raymond Murphy (Cambridge University Press)
2.	Practical English Usage	M. Swan (Oxford University Press)
3.	The Little, Brown Handbook	H. Ramsey Flower & Jane Aaron (The Little, Brown & Co; Harper Collins)
4.	A University English Grammar	R. Quirk & S. Greenbaum (ELBS; Longmans)
5.	Write Better, Speak Better	Readers Digest Association
6.	Modern English in Action	Henry Christ (D.C. Heath & Co.)
7.	Exploring the World of English	Syed Saadat Ali Shah

PAPER-II: PROFESSIONAL

Max Marks: 100 <u>Time Allowed: 3 Hours</u>

Case No.	F.4-194/2019-R
Particulars of post	**Deputy Chief** (BS-19), Manpower Section, Ministry of Planning, Development and Reform.
Minimum Qualification & Experience:	i) Second Class or Grade 'C' Master's Degree or equivalent qualifications in Economics/ Sociology/ Social work/ Business Administration or Public Administration. ii) Ten (10) years post qualification experience of work and / or research relating to labour and manpower or in planning and Development in the field of labour and manpower.

Part-I: (Research and Planning) (Descriptive) 50 Marks

i. Communication Skills, Technical Writing and Presentation Skills

Paragraph writing, Essay writing, CV and job application, Translation skills, Study skills, Academic skills, Essay writing, Academic writing, Technical Report writing, Progress report writing, Presentation skills

ii. Planning and Management

a) Project Management

 Project Management, Processes Integration Management, Project Plan Development, Project Plan Execution and Overall Change Control, PERT, Gantt Chart, CPM

b) Scope Management

 Initiation, Scope Planning, Scope Definition, Scope Verification and Scope Change Control.

c) Communications Management

Communications Planning, Information Distribution, Performance Reporting and Administrative Closure.

d) Risk Management

Risk Identification, Risk Quantification, Risk Response Development and Risk Response Control.

e) Statistical Techniques

All statistical techniques related to Planning & Research

Part-II: 25 Marks (Descriptive)
(Human Resource, Financial Management,
Quality Management and Information Technology)

I.   Human Resource and Financial Management

Definition, Significance and Scope of Human Resource Management; Organization—Types of Organization, Principles of Organization, Public Sector Enterprises; Approaches to Human Resource Management. Personnel

Administration—Tools of Personnel Management: Selection, Training, Promotion, Compensation, Discipline; Communication, Communication Channels and Principles of Public Relations; Elements of Financial Administration, Principles of Budgeting, Auditing and Accounting.

II.   Basic Concept of Quality Management

ISO-9000, ISO-13000, other certifications regarding quality measurement; management, management for Results, Setting Performance Goals and Targets; Job Analysis: Job Description, Job Specification, Performance Evaluation;

III.   Information Technology and MS Office

Fundamentals of Computer: CPU, Memory Devices, Characteristics of Computer and related material; Microsoft Word, Microsoft Power Point, Microsoft Excel; Search Engines, Web Design, Email, Internet Surfing, Social Networking (Facebook, Twitter, etc); General Introduction to Virus and Antivirus utilities;

Part-III: 25 Marks (MCQ)

- 25 MCQ Questions on Part-I & Part-II.

SUGGESTED READINGS

S. No.	Titles	Author
1.	Practical English Grammar	A.J. Thomson and A.V. Martinet.
2.	Writing. Upper-Intermediate	Rob Nolasco.
3.	Study Skills	Riachard Yorky
4.	Writing. Advanced	Ron White.
5.	College Writing Skills	John Langan.
6.	Project Management Body of Knowledge,	Project Management Institute (PMI) standards committee
7.	Human Resource Management	H.T. Graham &Roger Bennett
8.	Management	James A.F. Stoner, R. Eward Freeman, Daniel R. Gilbert Jr.
9.	Understanding Computer: Today and Tomorrow	Deborah Morley, Charles Parker
10.	MS Office 365 Handbook: 2013 Edition	Kevin Wilson

PAPER-II: PROFESSIONAL

<u>Max Marks: 100</u>   <u>Time Allowed: 3 Hours</u>

Case No.	F.4-196/2019-R
Particulars of post	**Director** (BS-19), Laws Of Pakistan Cell, Ministry of Law and Justice.
Minimum Qualification & Experience:	i) Second Class or Grade 'C' LLM or equivalent qualification from a University recognized by the HEC. ii) Ten (10) years post qualification relevant experience in the relevant field.

Part-I   LAW: 75 Marks (Descriptive)

I. **Definitions of Crime**

II. **All Provisions of:**

i. Concept of arbitration, arbitration with or without intervention of court and in civil suits.

ii. Establishment of Civil Courts with their Original & Appellate Jurisdiction.

iii. The Code of Civil Procedure, 1908

iv. Pakistan Penal Code, 1860

v. Qanun-e-Shahdat Order, 1984

vi. Criminal Procedure Code, 1898

Part-II: 25 Marks (MCQ)

▪ 25 MCQ Questions on Part-I.

SUGGESTED READINGS

S.No.	Title	Author
1.	Pakistan Penal Code, 1860	M. Mahmood
2.	Criminal Procedure Code, 1898	Shaukat Mahmood
3.	Law of Evidence	Justice (R) Khalid ur Rahman Khan as adapted from Principles and Digest of the Law of Evidence by M. Monir
4.	Qanun-e-Shahdat Order, 1984	
5.	The Code of Civil Procedure, 1908	Aamir Raza A. Khan
6.	The Arbitration Laws in Pakistan	M. Mahmood
7.	Civil Courts Ordinance, 1962	Nisar Ahmad Nisar

PAPER-II: PROFESSIONAL

Max Marks: 100   Time Allowed: 3 Hours

Case No.	F.4-197/2019-R
Particulars of post	**Deputy Director (IT)** (BS-18), Laws of Pakistan Cell, Ministry of Law and Justice.
Minimum Qualification & Experience:	i) Second Class or Grade 'C' Master's Degree in Computer Science/ IT or equivalent qualification from a University recognized by the HEC. **OR** Second Class or Grade 'C' Bachelor of Engineering in Computer System/ Computer/ Software or equivalent qualification from a University recognized by the HEC. **OR** Second Class or Grade 'C' Bachelor's degree in Computer Science/ IT (04 years duration) or equivalent qualifications from a University recognized by the HEC. ii) Five (5) years post qualification experience in relevant field.

Part-I: 25 Marks (Descriptive)
(Human Resource, Financial Management,
Quality Management and Information Technology)

I.   Human Resource and Financial Management

Definition, Significance and Scope of Human Resource Management; Organization—Types of Organization, Principles of Organization, Public Sector Enterprises; Approaches to Human Resource Management. Personnel Administration—Tools of Personnel Management: Selection, Training, Promotion, Compensation, Discipline; Communication, Communication Channels and Principles of Public Relations; Elements of Financial Administration, Principles of Budgeting, Auditing and Accounting.

II.   Basic Concept of Quality Management

ISO-9000, ISO-13000, other certifications regarding quality measurement; management, management for Results, Setting Performance Goals and Targets; Job Analysis: Job Description, Job Specification, Performance Evaluation;

III.   Information Technology and MS Office

Fundamentals of Computer: CPU, Memory Devices, Characteristics of Computer and related material; Microsoft Word, Microsoft Power Point, Microsoft Excel; Search Engines, Web Design, Email, Internet Surfing, Social Networking (Facebook, Twitter, etc); General Introduction to Virus and Antivirus utilities;

Part-II: (Professional) 50 Marks (Descriptive)

I.   Computer Architecture

Microprocessor Bus Structure (Address/Data/Control), Registers and Flags, Storage Hierarchy (Main/Virtual/Cache/Secondary memory), Peripheral communication, CPU, ALU, Principles of Instruction Set Design, Multiprocessors & Thread Level Parallelism.

II. **Object Oriented Programming**

Data types, control structures, functions, arrays, classes, methods, object and encapsulation; constructors and destructors, operator and function overloading, virtual functions, derived classes, inheritance and polymorphism, I/O and file processing.

III. **Data Structure and Algorithms**

Stack and Queue, Sequential Search, Binary Search, Bubble sort, Merge sort, Quick sort, Insertion sort, Selection Sort, Linked Lists, Infix to postfix conversions, Expression tree construction, Tree traversals, Graph representation and traversal, Minimum spanning tree.

IV. **Database Management Systems**

Entity Relationship modeling, Relational data model and algebra, Structured Query language, Database design, functional dependencies and normal forms, concurrency control and recovery techniques, Database security and authorization.

V. **Computer Communications and Networks**

Asynchronous and Synchronous transmission, LAN/WAN/MAN, Network layers, Transport layer protocols TCP/IP, UDP, Error Control, Flow Control, Multiplexing, Routing, Bridging, Network security issues.

VI. **Operating Systems**

Process and CPU management, Multithreading, Deadlocks, Memory management and virtual memory, External Fragmentation, Paging and Demand Paging, File management systems, Scheduling and dispatch, Introduction to concurrency.

Part-III: 25 Marks (MCQ)

- 25 MCQ Questions on Part-I & Part-II.

SUGGESTED READINGS

S. No.	Title	Author
1.	Human Resource Management	H.T.Graham &Roger Bennett
2.	Management	James A.F.Stoner, R.Eward Freeman, Daniel R.Gilbert Jr.
3.	Understanding Computer: Today and Tomorrow	Deborah Morley, Charles Parker
4.	MS Office 365 Handbook: 2013 Edition	Kevin Wilson
5.	Modern Operating Systems	Andrew S. Tanenbaum
6.	Operating System Concepts	Addison-Wesley
7.	Algorithms and Data Structures	N. Wirth
8.	Data structures	Aaron M. Tanenbaum,
9.	Database Systems: A Practical Approach to Design, Implementation and Management	R.Connolly and P.Begg
10.	Introduction to Computer Networks	A. S. Tanenbaum
11.	Computer Networks and Internets	Douglas E. Comer
12.	Computer Architecture: A Quantitative Approach	Hennessy & Patterson

PAPER-II: PROFESSIONAL

<u>Max Marks: 100</u>   <u>Time Allowed: 3 Hours</u>

Case No.	F.4-198/2019-R
Particulars of post	**Deputy Director (Reviewers)** (BS-18), Laws of Pakistan Cell, Ministry of Law and Justice.
Minimum Qualification & Experience:	i) Second Class or Grade 'C" LLM or equivalent qualification from a University recognized by the HEC. ii) Five (5) years post qualification experience in the field of law.

Part-I   LAW: 75 Marks (Descriptive)

I. **Definitions of Crime**

II. **All Provisions of:**

i. Concept of arbitration, arbitration with or without intervention of court and in civil suits.

ii. Establishment of Civil Courts with their Original & Appellate Jurisdiction.

iii. The Code of Civil Procedure, 1908

iv. Pakistan Penal Code, 1860

v. Qanun-e-Shahdat Order, 1984

vi. Criminal Procedure Code, 1898

Part-II: 25 Marks (MCQ)

▪ 25 MCQ Questions on Part-I.

SUGGESTED READINGS

S.No.	Title	Author
1.	Pakistan Penal Code, 1860	M. Mahmood
2.	Criminal Procedure Code, 1898	Shaukat Mahmood
3.	Law of Evidence	Justice (R) Khalid ur Rahman Khan as adapted from Principles and Digest of the Law of Evidence by M. Monir
4.	Qanun-e-Shahdat Order, 1984	
5.	The Code of Civil Procedure, 1908	Aamir Raza A. Khan
6.	The Arbitration Laws in Pakistan	M. Mahmood
7.	Civil Courts Ordinance, 1962	Nisar Ahmad Nisar

PAPER-II: PROFESSIONAL

Max Marks: 100   Time Allowed: 3 Hours

Case No.	F.4-211/2019-R
Particulars of post	**Chief Documentation Officer (**BS19), Academy of Educational Planning and Management, Ministry of Federal Education and Professional Training.
Minimum Qualification & Experience:	Ph.D in Library Science with eight (8) years post qualification experience in the relevant field. **OR** M.Phil in Library Science with ten (10) years post qualification experience in the relevant field. **OR** Second Class or Grade 'C' Master's Degree in Library Science with twelve (12) years post qualification experience in the relevant field.

Part-I: 25 Marks (Descriptive)
(Human Resource, Financial Management,
Quality Management and Information Technology)

I. Human Resource and Financial Management

Definition, Significance and Scope of Human Resource Management; Organization—Types of Organization, Principles of Organization, Public Sector Enterprises; Approaches to Human Resource Management. Personnel Administration—Tools of Personnel Management: Selection, Training, Promotion, Compensation, Discipline; Communication, Communication Channels and Principles of Public Relations; Elements of Financial Administration, Principles of Budgeting, Auditing and Accounting.

II. Basic Concept of Quality Management

ISO-9000, ISO-13000, other certifications regarding quality measurement; management, management for Results, Setting Performance Goals and Targets; Job Analysis: Job Description, Job Specification, Performance Evaluation;

III. Information Technology and MS Office

Fundamentals of Computer: CPU, Memory Devices, Characteristics of Computer and related material; Microsoft Word, Microsoft Power Point, Microsoft Excel; Search Engines, Web Design, Email, Internet Surfing, Social Networking (Facebook, Twitter, etc); General Introduction to Virus and Antivirus utilities;

Part-II: (Library/Information Science) 50 Marks

I. Use of Emerging Technologies in Library

Information and other Library Technologies. Hardware. Software. Operating System. Telecommunications and Networks. Internet and the www, Barcode Technology, Wireless Technology and Virtual Private Network (VPN). Social Networking. Email. Word Processing. Spreadsheets. Presentation Software. Desktop Publishing. Databases. Library Security Systems. Tele-lifts. Digitization Hardware and Software. Reprographic Technology.

ii. Organization of Information

Systems for Organization of Information: Environments, Storage and Retrieval Tools, Encoding Standards, Cataloguing Codes, Current Systems. The Information Organization

Process: Surrogate/ Metadata Records: Description, Access; Authority Control. Subject Access: Analysis, Verbal Subject Approaches, Classification. Organization and Administration: Arrangement, Management Issues. Problems of Information Organization in Pakistan.

iii.   Basic Reference Sources

Definition. Evaluation Criteria. Bibliographies-- General Bibliographies, Basic Guides To Reference Materials, Library Catalogues; Serials Guides; Indexes and Abstracts; HEC NDL; Dictionaries and Thesauri; Almanacs And Fact Books; Encyclopaedias; Directories; Biographical Sources; Geographical Sources-- Maps, Atlases & Gazetteers; Reference Websites.

iv.   Management of Library and Information Services

Basic Theories and Principles of Administration for Effective Management of Public, Academic, and Special Libraries and Information Centres with emphasis on Planning, Organizing, Staffing, Directing, Coordinating, Reporting, and Budgeting. Administrative Aspects of Public and Technical Services, Facilities, Rules and Regulations, Evaluation, Public Relations, Inter-Agency Cooperation, and Change Management. Library Space Management.

Part-III: 25 Marks (MCQ)

- 25 MCQ Questions on Part-I & Part-II.

SUGGESTED READINGS

S. No.	Title	Author
1.	Human Resource Management	H.T. Graham &Roger Bennett
2.	Management	James A.F. Stoner, R. Eward Freeman, Daniel R. Gilbert Jr.
3.	Understanding Computer: Today and Tomorrow	Deborah Morley, Charles Parker
4.	MS Office 365 Handbook: 2013 Edition	Kevin Wilson
5.	Governance	Anne Mette Kjær
6.	The Electronic Library.	Rowley, J. (2001).
7.	Role of ICTs in Library and Information Science	A. Kaliammal & G. Thamaraiselvi
8.	Discovering computers 2007: A gateway to information.	Shelly, G. B., Cashman, T. J., & Vermaat, M. (2007).
9.	Guide to selecting and cataloging quality WWW resources for the small library.	Coleman, A. (2004).
10.	Jadid Catalogue Sazi	Khurshid, Anis (1993)
11.	Reference and information services: An introduction.	Bopp, R. E., & Smith, L. C. (2001).
12.	Introduction to reference work: Vol. 1,	Katz, W. A. (2002).
13.	Management basics for information professionals	Evans, G. E., Layzell Ward, P., Rugaas, B., & Evans, G. E. (2007).
14.	The Practical Library Manager.	Massis, B. E. (2003).